

Custodial, Labor and Trades Branch
Labor and Trades Supervisory Group
Coach Maintenance Series

COACH BODY SHOP SUPERVISOR

04/96(TLW)

Summary

Under general supervision, oversee and supervise the coach and automotive body repair section and any other assigned section of skilled personnel engaged in the full range of repair and maintenance of coaches, automobiles and related equipment.

Typical Duties

Plan and direct operations of the coach and automotive body repair section. Involves: developing work procedures using approved charts and technical manuals; authorizing or designing methods of estimating time and materials needed for repairs; inspecting and scheduling equipment brought in for repairs; assuring that repairs and part replacements are made; researching and recommending surfaces and applications considering its durability, appearance and cost; establishing procedures ensuring repairs are properly prepared before applying surfaces or finishes; ensuring proper use, storage and disposal of paints, paint thinners, other solvent and chemicals; inspecting repaired equipment prior to returning to service.

Plan and direct operations on a shift in the coach repair shop as assigned. Involves: inspecting coaches or other vehicles; assigning repairs to mechanics; designating needed repairs; preparing estimates of time and materials; overseeing the dismantling of units and advising mechanics on parts to replace; assuring that repairs and replacements are properly made and units are reassembled; planning work procedures using charts, technical manuals and experience; conducting shop and road tests of equipment repaired prior to returning to service.

Supervise assigned personnel. Involves scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe working practices; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform administrative work and special projects as required. Involves: requisitioning repair parts, paints, other surfaces, tools and materials as required; maintaining records, logs and manuals; preparing periodic reports as required; tracking use of hazardous materials, solvents, related chemicals, and others in accordance with environmental regulations and departmental procedures; plan and oversee vehicle manufacturer authorized modifications such as air-conditioning, vent rerouting, bumper reinforcement, body modification and other projects in coordination with departmental campaigns.

Minimum Qualifications

Training and Experience: Graduation from High School or GED, and five (5) years experience in the repair of automotive equipment including one (1) year of automotive body repair and two (2) years supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: methods, principles and techniques used in body repair; maintenance, repair, mechanics, service and operation of diesel powered and alternatively fueled coaches; safe storage, use and disposal of hazardous chemicals of the trade; occupational hazards and safety practices of automotive body repair and mechanic's trades. Good knowledge of: environmental regulations pertaining to hazardous materials, solvents, and related chemicals including those substances under the Environmental Protection Agency Section 124 exemption. Some knowledge of air-conditioning maintenance and repair.

Ability to : implement and maintain EPA approved methods of handling paint and paint handling equipment; prepare estimates of time and materials; operate diagnostic equipment; read and understand coach and automotive repair manuals; inspect mechanical work performed by others; maintain, remove, repair, install and modify alternative fuel systems; firmly and impartially enforce established rules and regulations; establish and maintain effective working relationships with fellow employees; maintain records and prepare reports.

Skill in the use of mechanic's equipment and tools.

Physical Requirements: Test drive coaches and automobiles within repair yard and on City streets.

Special Requirement: Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing. Subject to recall during non-working hours.

Licenses and Certificates: Class "B" Commercial Driver's License (CDL) by time of appointment. EPA certification required for refrigerant recovery and recycling of motor vehicle air conditioners within 30 days of appointment (currently Section 608 Type II and Section 609 of the Clean Air Act). Must obtain Type II management certification for Compressed Natural Gas through the Texas Railroad commission within six (6) Months of the date of hire.

Director of Personnel

Department Head

OFFICIAL